

NYK BUILDING

TOKYO

14 November 1945

Dear Col. Marland:

In answer to the recommendation made at the Telecon, 14 Nov 1945. "Suggest all documents processed for shipment by WDC (Adv) be numbered serially, Tokyo--1 . . .". I should like to explain the procedure which, based on several days' experience at one of the largest and most fruitful document sites, KOKUBUNJI, seems most feasible and practicable.

1. Documents are being screened for evacuation at site.
2. Numbers are written on documents and corresponding numbers with identification of document by subject matter and date of publication are listed on Shipping Advices.
3. Shipping Advices will be numbered, one copy will accompany documents, one copy sent to WDC (Adv) for Information File and dissemination to local agencies, WDC, Washington, and PACMIRS.
4. Shipping Advices in each case will show the source of the document. Rather than numbering all documents evacuated to Washington from Japan sequentially document can be identified as Kokubunji 1 or Narashino 10. The Shipping Advice will appear as follows:

Shipping Advice #1

Document evacuated from KOKUBUNJI, 1st Army Experimental Station

#1. Set of Blueprints on German-Gerlich Anti-tank Gun, dated Aug. 1942, issued by German Army Ordnance Bureau.

#2. Tests on 75mm Mountain Gun, dated Dec. 1944, issued by Army Ordnance Experimental Station.

etc.

5. Documents are being crated and crates marked for shipment at KOKUBUNJI. Lumber, crates, and necessary materials are on the spot. Crates will be moved to YOKOSUKA by trucks furnished by the unit of 1st Cav Div occupying site.

The above procedure was forced on us by various circumstances:

- a. Because of paucity of storage space in NYK Building, Col Mashbir recommended direct evacuation.
- b. Paucity of typists in the field makes it necessary to reduce typing and clerical work to a minimum. Form #1 will be filled out when clerical assistance, equipment, and physical circumstances allow.

c. KOKUBUNJI presents a special problem in that a great number of documents are there and in that a degree of urgency exist in their evacuation. The unit occupying the site is anxious to be relieved of the responsibility of standing security and 8th Army wants to turn over the installation to the Japanese Home Ministry. Latter has been successfully postponed. However the sooner the documents get out, the more certain we shall be of a reasonably good selection.

d. Transportation presents a problem which will not be solved easily. We can get trucks to evacuate documents from site to port, but if documents are to be brought to the NYK and then evacuated to port, it will require a staff of procurers and vest pocket business men to scare up the 2 $\frac{1}{2}$ tonners.

I understand that for the present WDC will still attach document slips to each document it processes; it will however show source of document and the number we put upon it at the document site. This will conform to past procedure and not necessitate any radical change in our (Document Group, Pacmirs) filing procedure.

Atto

In addition to the above remarks by Lieut. Graf, which by the way I heartily endorse, having seen the magnitude of the translation problem involved, wish to add the following as postscript and commentary on our teletype conference of this morning.

Bob Smith is preparing answers on material particularly concerning him. He is a fine officer and very capable. However he wants out or in lieu thereof wants to be with his family over Christmas. Col. Wood who has been most helpful says there are some regular Army Colonels who he feels are looking for a job. However it is rather peculiar for Otto and myself to look them over before deciding if he will do. We all know Smith well now and feel him a natural. The very best solution was reached this morning and we will wait and see what develops.

We have been very busy these last few days and have made some good strides forward. I discovered that Col. Moore of the S.G.O. was Bill Moore and old friend of mine from the ETO and that we could very easily get together on their famous documents. At KOKUBUNJI we met Col. Meyer, of the OCE who was rather confused but now is very happy over the idea of himself or his representative being with us to brief us on the latest OCE requirements. The same applies to Lt. Col. McInnes, and Major Bosson of the office of the Chief of Ordnance.

One thing we have missed ^{in the past} but now are making very clear to all these people is that we are not a document grabbing agency, but actually are working for them and their bosses. It seems to open their eyes for they all feel we won't run away with their precious papers. I think it is a good step in the right direction.

Bob Smith and I have agreed I will carry on and represent him until my departure. While your teletype was definite about leaving not later than 1 Dec., I hope I will be able to get the arrivals settled down and started on their way. Under no conditions should that delay me more than 3 or 4 ^{December}

That should give me ample time to get back and report before 15 December.

Major Lardner Moore has been ordered to report to Hq. 6th Army to relieve Major Aurell. We feel he will do all right and he has agreed to be guided by our recommendations as to ultimate disposition of our people.

It looks as if the worst is over now and we will soon be rolling along. If only the weather would stay good, everything would be fine.

Phin